

Content Scope Template

Learning Objective	Content Categories	Key Concepts
<ul style="list-style-type: none"> Learning objectives describe what participants will be able to do after completing training List the learning objectives for the training course in the boxes below 	<ul style="list-style-type: none"> What are the high-level categories addressed in the learning objective? Organize the categories into similar groups Prioritize and/or determine a level of importance for each group 	<ul style="list-style-type: none"> Which high-priority category or group of categories includes new information the participant needs to achieve the learning objective? What are the 1-3 key concepts of this category or group of categories?
<i>Write a check to the delivery person for the correct amount</i>	<ul style="list-style-type: none"> <i>Check date</i> <i>Pay to the order of</i> <i>Check amount</i> <i>Signature</i> 	<ul style="list-style-type: none"> <i>Pay to the order of</i> <i>Check amount</i>
<i>Build a query in the EDExpress system to find the number of students with “verified” status</i>	<ul style="list-style-type: none"> <i>Software functions</i> <i>Query steps/fields</i> <i>Report printing</i> <i>Data fields</i> <i>Verification policy</i> <i>3 values of verification</i> 	<ul style="list-style-type: none"> <i>Query steps/fields</i> <i>Report printing</i> <i>3 values of verification</i>

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